

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

73298

2. Reason for Submission

Redescription ☐ New ☐ Hdqtrs ☒ Field
Reestablishment ☐ Other ☐

Explanation (Show any positions replaced)

3. Service

Hdqtrs ☐ Field ☒

4. Employing Office Location

Edison, NJ

5. Duty Station

Edison, NJ

6. OPM Certification No.

9. Subject to IA Action

Yes ☐ No ☐

13. Competitive Level Code

001

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

Lead Team Eng/Physical Scientist
Life Scientist

GS

819/1301/401

14

1E

2/6/10

b. Department, Agency or Establishment

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

Lead Team Leader

17. Name of Employee (if vacant, specify)

Pare, Vickie

18. Department, Agency, or Establishment

Environmental Protection Agency

a. First Subdivision

Div. of Enforcement & Compliance Asst.

b. Second Subdivision

Pesticides & Toxic Substances Branch

Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

a. Typed Name and Title of Immediate Supervisor

Kenneth Stoller, Chief DECA-PTSB

Signature

Kenneth S. Stoller

Date

11/23/09

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Kim Crum

Human Resources Specialist

Signature

Kim Crum

Date

2/6/10

23. Position Review

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Revised as previously classified position Antidumping 401/1301/813 PC-42

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

5008-106

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Bus Code 8888

DECA - 06/14/09

MR

Instructions for Completing Optional Form 8 POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - * "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - * "New" means the position has not previously existed.
 - * "Reestablishment" means the position previously existed, but had been cancelled.
 - * "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - * The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - * A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - * A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - * For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - * For "Pay Plan code," see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - * For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e. g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION
USEPA - Region 2

2. POSITION NUMBER
2-2-010

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

0024282

Official Allocation	b. Title Lead Environmental Engineer	c. Service GS	d. Series 819	e. Grade 1440	f. CLC 001
4. SUPERVISOR'S RECOMMENDATION					

5. ORGANIZATIONAL TITLE OF POSITION (if any)

Lead (R) Based Paint Leader

6. NAME OF EMPLOYEE
Laura Livingston

11/1/02
Reassigned 11/3/02

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY	e.
b. Division of Enforcement & Compliance Assistance	f.
c. PTSE Lead Based Paint Team	g.
d. 2890 Woodbridge Avenue, Edison, NJ 08837-3679	h. EPAYS Organization Code 9029 2100

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor Richard L. Caspe, Director, DECA	
b. Signature	c. Date	e. Signature	f. Date 10/7/02

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code
d. Bargaining Unit Code 8888	e. Check, if applicable: <input checked="" type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input type="checkbox"/> This position is subject to random drug testing	f. Signature 10/7/02	

11. REMARKS
Change title to conform recent change of position.
- recommends reassign (Lead (R) Based Paint Lead, Coordinator) of incumbent.
- replaces # 2-2-0101 Al. 3/21/02 - Subject to 180 day Post-employment Review.
- Martin Chamberlain & North manager (vis-a-vis Lead (R) Team Leader)

Team Leader
Environmental Engineer/Physical Scientist/Life Scientist
GS-819/1301/401 - 14

INTRODUCTION:

Serves as Lead-Based Paint Team Leader, working directly under the supervision of the Chief of the Pesticides and Toxic Substances Branch (PTSB). Work is evaluated on the basis of effectiveness and efficiency in accomplishing Regional lead-based paint enforcement program goals and objectives. The incumbent serves as a principal advisor to top management and the senior staff member regarding all lead-based paint compliance and enforcement national and regional matters. The lead-based paint leader ensures that the statutory and regulatory requirements of the federal lead-based paint disclosure and certification laws are met. The incumbent, also, serves as a key advisor to top management regarding all children's health compliance and enforcement matters of regional and national significance, and for both enforcement and programmatic issues relating to children's health in the context of the programs in the Office of Prevention, Pesticides and Toxic Substances (OPPTS). The incumbent is responsible for the development, implementation, and/or coordination of effective multi-media enforcement strategies for the protection of children's health, consistent with Agency goals, objectives, and priorities. The incumbent directly coordinates and interfaces with counterparts in other programs, and fosters the integration of team activities with overall regional environmental protection and public health goals.

MAJOR DUTIES:

1. The lead-based paint team leader administers Region II's lead-based paint compliance and enforcement program pursuant to the Toxic Substances Control Act. These duties include coordinating and guiding a team consisting of 5 EPA professional engineers/scientists, and acting as project officer for approximately eleven SEE grantees. Project officer responsibilities include assigning work and advising on and overseeing work products.

In addition, the Leader plans, directs and coordinates the following programs, program segment(s) and major projects:

Administers and is responsible for resolving compliance and enforcement matters which require expertise in the lead-based paint program as well as in enforcement strategies. Develops improved/novel approaches to lead-based paint enforcement. The incumbent exercises an unusual degree of independent judgment in resolving controversial matters.

a. Confers with key officials in Region 2 and at Headquarters to develop solutions to complex enforcement matters acceptable to all parties and interests involved. Provides advice and guidance to scientists and management officials within and outside the Agency covering a broad range of lead-based paint issues and activities. Coordinates project activities with various EPA offices (within Region 2 and at Headquarters), State, local, and other Federal agencies, the scientific and academic communities, environmental groups, and the public; meets regularly with these entities and with senior management within the Region to promote and defend Agency policy and strategies, present

data, and initiate, develop, and coordinate joint activities; responds to inquiries/complaints.

b. Serves as EPA's representative on and/or chairs interagency workgroups and task forces to ensure that the policies developed reflect the Agency's needs and priorities.

c. Develops, fosters, and maintains cooperative relations with the entities listed above; provides information regarding regulatory decisions/activities and their import. Utilizes expertise in the lead-based paint program to make presentations on the lead-based paint, varying level of technical detail according to the nature of the audience. Represents the Agency at scientific and technical conferences and at public meetings.

The incumbent uses expertise in Congressional and administration intent, combined with a complete understanding of federal and state lead-based paint programs to formulate a Regional enforcement strategy. The work requires the exercise of discretion and independent judgment in developing these highly visible products and in resolving complex issues that arise during the course of work. The incumbent is directly responsible for working and negotiating with a variety of stakeholders during the development of these products, including: State administrators, executive directors of organizations representing realtors, environmental groups, States, with other federal officials, and the public.

The Coordinator determines overall program goals for the activities under his or her direction and develops both short and long range workplans. The planning process encompasses several ongoing cycles of management activity which intertwine and run parallel in time; the regional program planning/budget cycle and the Branch and Division planning cycle. The incumbent uses initiative and judgment to determine appropriate programmatic priorities, makes decisions affecting the direction of team program activities, and determines whether overall goals and objectives are being met. Assures environmental justice and Office of Children's Health Protection objectives are considered in the program planning process.

Supports management integrity as a top priority in the lead-based paint enforcement team and ensures that it is integrated into daily work. Ensures prompt follow-up and resolution of audit findings. Supports a full disclosure policy for the organization that provides early detection of emerging issues. Keeps top levels of management fully apprized of effectiveness of management integrity systems.

Manages extramural resources, both procurement (contracts) and assistance (grants, cooperative agreements, and interagency agreements) properly and in compliance with regulatory requirements and Agency policies and procedures. Develops appropriate extramural resources and management competencies in staff.

Specific responsibilities include:

1. Plans, directs, and coordinates all regional lead-based paint enforcement activities,

including, compliance assistance. Develops Regional lead-based paint enforcement policies, strategies, and guidance, to be used by the Regional office in direct implementation of the lead-based paint enforcement program in the region.

2. Formulates plans and procedures to implement the regional lead-based paint enforcement and compliance assistance program. Develops strategies for identifying and ranking lead-based paint enforcement candidates throughout the Region.

3. Provides outreach to Federal and State managers, other EPA staff, the real estate community, the training and certification community and the general public on the development and implementation of effective lead-based paint enforcement.

4. Initiates enforcement actions against violators of lead-based paint program requirements in Region 2. Provides training for new enforcement staff, prepares and reviews all EPA lead-based paint enforcement actions to ensure accuracy and consistency with the Regional enforcement program.

5. Works closely with Regional Counsel and the Regional Criminal Investigator to develop administrative, civil and criminal cases, and carries them through to resolution. Represents EPA as program expert in these proceedings.

6. Reviews and develops comments on proposed Federal and State regulations, policies and guidance documents. Participates in National enforcement workgroups.

7. Develops Regional lead-based paint compliance/enforcement tracking systems to ensure efficient implementation of the Regional program. Tracks actions to conclusion. Initiates follow-up action when obligations are not met.

8. Develops standard regional enforcement documents for all types of administrative enforcement actions.

9. Represents the Region in all National and Regional meetings, conferences, committees, workgroups, etc. related to lead-based paint enforcement.

10. Advises supervisor, managers, and executives in sensitive enforcement cases, primacy State enforcement program deficiencies, the effect of proposed legislation, new or proposed program requirements, new regulations and standards, etc.

11. Coordinates lead-based paint enforcement activities between lead team, environmental justice, children's health coordinator, Regional Counsel, Office of External Affairs, Headquarters, HUD and States.

12. Coordinates and performs lead-based paint enforcement field inspections to determine compliance status and/ or uncover possible criminal activity.
13. Assures that federal enforcement actions are reported to DOCKET.
14. Responsible for meeting commitments for enforcement actions.
15. Represents EPA as a national expert at State, Regional, National and International meetings, conferences, public hearings, and symposiums, and presents EPA=s position and policies on various lead-based paint issues.
16. Resolves the most complex program and project issues which require technical expertise in lead-based paint policies and procedures.
17. Provides technical assistance and outreach on lead-based paint issues.
18. Other duties as assigned.

FACTOR 1 - Knowledge Required by the Position-Level 1-8-1550 Points

Mastery of the concepts, principles and practices of life science, environmental science, or environmental engineering including lead-based paint protection and management sufficient to enable the incumbent to serve as a technical and programmatic authority for the development of regional plans to maximize protection of residents, particularly children, from lead-based paint. Expertise in enforcement planning and implementation and cross-program integration as well as in urban and children's health initiatives.

Extensive knowledge of all legislation dealing with the control and abatement of lead-based paint including the Toxic Substances Control Act, CERCLA and RCRA. Expertise regarding EPA and other Federal regulations, guidance, and protection. Familiarity with State/City regulations, policies, and bureaucratic structures.

Ability to identify issues needing study, technical review, or policy review. Ability to analyze and communicate complex programmatic/technical matters to policy makers, technical staff and the general public.

FACTOR 2 - Supervisory Controls-Level 2-5-650 Points

The incumbent functions with a great deal of independence under the administrative supervisor of the Branch Chief. Receives assignments in terms of broadly defined missions/functions, general policy directives, and budget constraints. Responsible for planning, coordinating, and implementing activities, making determinations regarding allocation of available resources, and resolving conflicts

that arise. Informs the Branch Chief of major program issues and controversial decisions, but technical judgments and recommendations are generally accepted as authoritative even in situations where final approval depends upon formal action of senior management. Completed work is reviewed only for adherence to broad Agency policies and fulfillment of program objectives.

FACTOR 3 - Guidelines-Level 3-5-650 Points

Guidelines include federal and state laws, EPA and state regulations, and broad and general policy statements in lead-based paint programs. Using these parameters, the incumbent exercises considerable judgment and ingenuity in interpreting guidelines and in developing approaches to resolving complex, controversial issues in enforcement of the lead-based paint program. Because the NY/NJ area has a very large number of pre-1978 housing stock, many decisions made may be precedent-setting and require the incumbent to propose new policies and practices.

FACTOR 4 - Complexity-Level 4-5-325 Points

Assignment involves a full range of technical and planning activities to assure the region's lead-based paint enforcement program is in compliance with agency's criteria and to reexamine/extend/modify those criteria when required. Difficult technical evaluations/negotiations requiring consideration of a multiplicity of scientific, technical, socioeconomic, and political demands are common. Employee renders initial regional decisions concerning the technical adequacy and appropriateness of lead-based paint cases. Incumbent may develop precedent-setting alternative strategies to address complex problems/issues requiring versatility and innovation. Solutions must take into account the diverse and often conflicting operating needs of the various constituencies involved in lead-based paint and residential housing and the socioeconomic impacts of the proposed actions. Considerable scientific/engineering expertise, coupled with judgment and creativity are required to develop and extend techniques for problem solving.

FACTOR 5 - Scope and Effect-Level 5-5-325 Points

The purpose of this position is to plan and implement the region's lead-based paint compliance and enforcement program, including the development of new approaches for significantly increasing the effectiveness of the program. Incumbent serves as program manager, providing expert advice and guidance to officials and managers within and outside the region regarding lead-based paint.

The scope of this program is extremely broad and the result of the work affects the work of other agency experts and the development of major aspects of agency media programs. Through increased use of inspections and enforcement, the Agency expects to obtain significantly improved protection of human health, particularly children's health.

FACTOR 6 - Personal Contacts

Personal contacts are high ranking officials of New York and New Jersey State Departments of Health, the New York City and New Jersey Departments of Environmental Protection, the U.S. Department of Housing and Urban Development, and other outside agencies, including key officials, scientists, engineers and attorneys of state and local agencies, municipal governments, environmental groups, universities, Congressional representatives, and public interest groups. Contacts also include management and technical staff of the DEPP, DESA, CEPD, ORC and senior regional management.

FACTOR 7 - Purpose of Contacts-3C – 180 Points

Contacts are undertaken to 1) articulate and defend the Agency's policies with regard to lead-based paint compliance; 2) enlist support from diverse parties; 3) build consensus on interagency workgroups; 4) persuade parties with significantly conflicting interests of the need to comply with technical guidelines; 5) negotiate commitments; 6) provide guidance and direction to team members; 7) assure the technical sufficiency of lead-based paint enforcement efforts; 8) assess the adequacy of the planning activities of various entities; 9) persuade senior management of the merits of recommendations; 10) seek allocation of necessary resources; and 11) exchange information. Significant tact and diplomacy is required in dealing with a wide range of parties external to the agency, each of which has a large stake in the outcome of this high profile project.

FACTOR 8 - Physical Demands-Level 8-1-5 Points

Work is sedentary in nature.

FACTOR 9 - Work Environment-Level 9-1-5 Points

Work is performed primarily in an office environment, although there is some travel to federal, state and municipal offices.

TOTAL POINTS: 3690

TEAM LEADER CHECK LIST

Positions covered by this checklist are those that lead a permanent standing team within the same organization. There are other types of teams which are not covered by the team leader evaluation guide. They are cross-functional, matrix-managed, or project teams. These kinds of teams have been used in EPA for years and are the same as "workgroups" or "taskforces". This checklist covers two-grade interval positions (5,7,9,11,12,13,14,15).

List all the team members' position titles, series and grades:

Aarti Reddy , Env. Engineer 0819/13 - James D. Crossmon, Env. Engineer 0819/7
Theresa A. Bourbon, Env. Scientist 1301/12 -Jeanette Dadusc, Env. Protection Specialist 0028/13
Meghan L. Tierney, Physical Scientist 1301/9

Do these duties occupy at least 25% of the Team Leader's time?

Yes

Does the team include members who operate with an extraordinary degree of independence from supervision, or are titled supervisory?

Yes
No

If so, which positions are they?

Is the Team Leader the same grade level as the remaining team members?

No

Does the Team Leader perform all of the first seven duties listed below and a total of 14 of the 20 duties? Circle the duties performed below. Wherever both A or B descriptions are listed for a duty you **must** select one.

- ☒ 1. Ensure that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services.
- ☒ 2. Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion.
- ☒ 3. Coach the team in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution.
4. Lead the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product

A. Workload distribution and adjustments require **little independent judgment** on the part of the team leader. Shifts in workload are discussed and based largely on **team consensus**, with team members actively participating in the redistribution of work. Where the team is deadlocked or disagrees on workload shifts, the **supervisor makes decisions**.

OR

- ☒ B. Workload distribution and adjustments require regular exercise of **independent judgement** on the part of the team leader and consideration of relative skill and workload of team members. While workload issues may be discussed in team meetings, the team leader is **responsible for making work assignment decisions, rather than the supervisor**.

- ☐ 5. Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks.
- ☒ 6. Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met.
- ☒ 7. Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members.
- ☒ 8. Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc
- ☒ 9. Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation and communication of work related information to the supervisor.
- ☒ 10. Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise.
- ☐ 11. Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs.

☐ A. Reports reflect accomplishments as **compared to established work plans**. Training needs are based on **IDPs developed with the supervisor**.

OR

☒ B. Reports on work accomplishments, problems and training needs reflect the team leader's **independent judgment** based on personal observations as well as work plan data and **IDPs developed by employees**.

- ☒ 12. Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the team's objectives, work products and/or tasks.
- ☒ 13. Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives.
- ☒ 14. Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products.
- ☒ 15. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures).

16. Approve emergency leave for up to three days; eight hours or less for medical appointments; and/or other types of leave as delegated by management.

- ☐ A. Also approves short-term annual leave requests (**1 or 2 days**) when the impact of the request on the team's ability to meet its deadlines is negligible, **referring other requests to the supervisor**

OR

- ☒ B. Also approves **long-term** annual leave requests, which require the team leader to exercise **independent judgment** in assessing their impacts of the request on the team's ability to meet its deadlines.

- ☒ 17. Resolve simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor or an appropriate management official.

- ☒ 18. Communicate team consensus and recommendations to the supervisor on actions affecting team and individual awards and recognition.

- ☒ 19. Inform employees of available employee benefits, services and work related activities.

- ☐ 20. Intercede with the supervisor on behalf of the team to inform the supervisor of performance and management issues/problems and to recommend/request related actions, such as: assignments, reassignments, promotions, tour of duty changes, peer reviews and performance appraisals.

- ☐ A. Information on performance management issues/problems presented by the team leader is based on **objective data** such as tracking reports or timely completion of milestones and objectives. Recommendations for reassignments or changes in tour of duty are **initiated by team members**. Performance appraisal recommendations are based on **team members' self-assessments**. Requests for promotions are **based on completion of time-in-grade** requirements for positions with known potential.

OR

- ☒ B. Information on performance management issues/problems includes **personal observations** of the team leader as well as objective data and is presented personally to the supervisor. Recommendations and requests are based on the team leader's **independent judgment**, rather than reflecting the team's consensus. Team leader is authorized to "initial off" on performance appraisals and hold performance discussions with team members to **share feedback from supervisor**.



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

SF 52 Checklist

SF 52 Request #: DECA-10-06

Position Title/Series. Lead

Entry Grade(s)/Full Performance Level of Position: Lead Team Leader GS-14

Functional Title (e.g., On-Scene Coordinator, PO, RPM, Accountant): _____

DIRECTIONS: This form must be completed by the hiring official or supervisor for all personnel actions involving a change in position description (exceeding 180 days) and must be submitted along with the SF 52 Request for Personnel Action.

Is this position one of the following that has been predesignated? Yes ☐ No ☒

If you answered "Yes," please skip all remaining questions, sign and date the form.

- | | |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> On-Scene Coordinator (High Risk) | <input type="checkbox"/> Contract Specialist (Moderate Risk) |
| <input type="checkbox"/> Remedial Project Manager (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 12 and below (Low Risk) |
| <input type="checkbox"/> RCRA Corrective Action Officer (Moderate Risk) | <input type="checkbox"/> Grants Specialist-GS 13 and above (Moderate Risk) |
| <input type="checkbox"/> Inspector (Moderate Risk) | <input type="checkbox"/> Attorney (Moderate Risk) |
| <input type="checkbox"/> Criminal Investigator (High Risk) | <input type="checkbox"/> Deputy Division Director (High Risk) |
| <input type="checkbox"/> Grants Project Officer (Moderate Risk) | <input type="checkbox"/> Supervisor of High Risk Employees (High Risk) |
| <input type="checkbox"/> Contract Project Officer (Moderate Risk) | |

Directions for Questions 1-13: Answer all "Yes/No" questions. For questions answered "Yes," check all items that apply. Where explanation is requested, attach additional pages if needed.

(1) Requires access to classified or sensitive information or materials: Yes ☒ No ☐

- | | |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Secret | <input checked="" type="checkbox"/> Other information that if compromised could cause harm |
| <input type="checkbox"/> Top Secret | <input checked="" type="checkbox"/> Audits |
| <input checked="" type="checkbox"/> Personally identifiable information | <input checked="" type="checkbox"/> Investigations |
| <input type="checkbox"/> Proprietary information | <input checked="" type="checkbox"/> EPA's financial resources/records |
| <input checked="" type="checkbox"/> Confidential business information | |

Hazardous or dangerous material (nuclear, biological, or chemical) Yes ☐ No ☒

What hazardous materials are involved? _____

(2) Makes final decisions or authoritative recommendations, including ones that may have a direct effect on health and safety: Yes ☒ No ☐

(3) Supervision level received:

- ☐ Close supervision
☒ General supervision
☐ Administrative only

Work is reviewed:

- ☒ While in progress
☐ Only after completion

Administrative controls are in place: Yes ☒ No ☐

What are they? _____

(4) Obligates the Agency to take action or to spend funds. Yes ☐ No ☒

What actions? _____

What amount of funding? _____

What is the financial limit? _____

(5) Interacts with external contacts in performing duties, and/or represents the Agency to external organizations or citizens:

Yes ☒ No ☐

Communicates with:

- ☒ Individuals
- ☒ Government-wide audience
- ☒ Audience beyond government

Communication products involved are:

- ☒ Technical or policy reports
- ☒ Documents containing sensitive information
- ☒ Outreach or public relations material
- ☒ Material posted on the EPA intranet or website

(6) Makes policy: Yes ☐ No ☒

(7) Protects critical infrastructure systems/programs, such as water treatment or other utilities and telecommunications:

Yes ☐ No ☒

What is involved? _____

(8) Directly enforces health regulations and/or protects public safety: Yes ☒ No ☐

(9) Investigates or audits government/other personnel, programs and activities: Yes ☐ No ☒

What personnel, programs and/or activities are involved? _____

(10) IT position that creates, programs, administers, or protects government information technology systems, databases or infrastructure: Yes ☐ No ☒

(11) Requires credentials: Yes ☐ No ☒

(12) The scope of this position is:

- ☐ Local
- ☒ Regional
- ☐ National
- ☐ Global

The impact/potential harm this position could cause would be:

- ☒ Internal to EPA
- ☐ Government-wide
- ☐ Beyond the government

(13) Other unique or critical characteristics/duties/requirements not covered above? Yes ☐ No ☒

Explain what they are: _____

Name (Please Print)

Title

Henrich S. Allen

11/23/09

Signature

Date

PSB Use Only

Risk Designation:

EPA Extramural Resources Management Duties Checklist

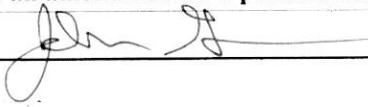
This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. This checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties. If only one or two parts of this checklist apply, please show "0" as the percentage of time for the remaining parts.

Employee Information:
Management

Percentage of Time Spent on Extramural Resources

Name:			This position has no extramural resources management responsibilities.
Position Number:	92200-A001	X	Total extramural resources management duties occupy less than 25% of time.
Title:	Environmental. <i>Life Scientist</i> Engineer/Scientist/Specialist/Chemist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade:	GS-0819713 <i>819/1301/401-14</i>		
Organization:	DECA/PTSB/Lead Team		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature:		Date:	<i>1/14/10</i>
Personnel Specialist's Signature:		Date:	

Part 1. Contracts Management Duties: (check all that apply)

Pre-award		Post-award		Close-out	
X	Plans procurements	X	Prepares delivery orders	X	Writes reports on contractor performance, costs, and tasks performed
X	Estimates costs	X	Reviews contractor work plans		
X	Obtains funding commitments	X	Reviews contractor progress reports	X	Reconciles payments with work performance
X	Prepares procurement requests	X	Monitors government-furnished property	X	Closes out payments
X	Writes statements of work	X	Monitors cost, management, and overall technical performance of contract after award	X	Performs cost accounting
X	Reviews statements of work	X	Monitors management and performance of delivery orders/work assignments after award	X	Provides assistance to contracting officer in settling claims
	Processes unsolicited proposals	X	Defines scope of work for work assignments		Other (list) :
	Responds to pre-award inquiries	X	Approves payment requests or ACH drawdowns		
	Participates in pre-award conferences	X	Manages cost-reimbursement contracts		
	Conducts technical evaluation of proposals	X	Reviews invoices		Percentage of Time Spent on Contracts Management:
	Participates in debriefing/protests	X	Inspects and accepts deliverables		
	Other (list)		Other (list)		
					1 %

Part 2. Grants/Cooperative Agreement Duties: (check all that apply)

Pre-application/Application		Pre-application/Application - cont'd		Pre-application/Application - cont'd	
X	Prepares solicitation for proposals	X	Provides administrative information to applicants	X	Conducts site visits to evaluate program capability

10 JAN 21 PM 2:00

X	Identifies potential grantees for areas of program emphasis	X	Determines appropriateness of applicant's work plan/activities/ budget and compliance with regulations and guidelines and negotiates changes with applicant	X	Serves as resource to Selection Panel
X	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	X	Assists applicant in resolving issues in application	X	Informs applicants of funding decisions
		X	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Other (list)
					Award

Award - cont'd

Project Management/Administration-cont'd

Close-out

X	Obtains concurrences/approvals	X	Approves payment requests or ACH drawdowns	X	Certifies deliverables were satisfactory and timely
		X	Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office		
X	Reviews/concurs in completed document	X	Negotiates amendments	X	Provides assistance to recipients and Grants Management Office to ensure timely close-out
X	Establishes project file	X	Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)	X	Reconciles payment with work performed
	Other (list)	X	When necessary, recommends termination of the agreement	X	Notifies recipient of close-out requirements
	Project Management/Administration	X	Resolves with Grants Management Office administrative and financial issues	X	Obtains legal assistance, if necessary to resolve incomplete close-out

Part 2. Grants/Cooperative Agreements Duties		<input checked="" type="checkbox"/>	Advises Grants Management Office of potential problems/issues
Pre-application/Application:		<input checked="" type="checkbox"/>	Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
<input checked="" type="checkbox"/>	Prepares solicitation for proposals		
<input checked="" type="checkbox"/>	Identifies potential grantees for area of program emphasis	<input checked="" type="checkbox"/>	Approves payments requests or ACH drawdowns
<input checked="" type="checkbox"/>	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	<input checked="" type="checkbox"/>	Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
<input checked="" type="checkbox"/>	Provides administrative information to applicants	<input checked="" type="checkbox"/>	Negotiates amendments
<input checked="" type="checkbox"/>	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant	<input checked="" type="checkbox"/>	Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
<input checked="" type="checkbox"/>	Assists applicant in resolving issues in application	<input checked="" type="checkbox"/>	When necessary, recommends termination of the agreement
<input checked="" type="checkbox"/>	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	<input checked="" type="checkbox"/>	Resolves with Grants Management Office administrative and financial issues
<input checked="" type="checkbox"/>	Negotiates level of funding	<input checked="" type="checkbox"/>	Conducts periodic reviews to ensure compliance with agreement
<input checked="" type="checkbox"/>	Conducts site visits to evaluate program capability		Other (list)
<input checked="" type="checkbox"/>	Serves as resource to Selection Panel	Close-out:	
<input checked="" type="checkbox"/>	Other (list)	<input checked="" type="checkbox"/>	Certifies deliverables were satisfactory and timely
Award:		<input checked="" type="checkbox"/>	Provides assistance to recipients and Grants Management Office to ensure timely close-out
<input checked="" type="checkbox"/>	Prepares funding package, including Decision Memorandum	<input checked="" type="checkbox"/>	Reconciles payment with work performed
<input checked="" type="checkbox"/>	Obtains concurrences/approvals	<input checked="" type="checkbox"/>	Notifies recipient of close-out requirements
<input checked="" type="checkbox"/>	Reviews/concurs in completed document	<input checked="" type="checkbox"/>	Obtains legal assistance if necessary to resolve incomplete close-out
<input checked="" type="checkbox"/>	Establishes project file	<input checked="" type="checkbox"/>	If project is audited, responds to issues and ensures recipient complies with audit recommendations
<input checked="" type="checkbox"/>	Other (list)		Other (list)
Project Management/Administration:		Percentage of Time Spent on Grants/Cooperative Agreements Management	
<input checked="" type="checkbox"/>	Monitors recipient's activities and progress		
<input checked="" type="checkbox"/>	Reviews reports and deliverables and notifies recipient of comments	15 %	
<input checked="" type="checkbox"/>	Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties			
Pre-Agreement:			
	Plans and negotiates work effort		Monitors cost management and overall technical performance
	Estimates costs		Participates in decisions about project modification/termination
	Obtains funding commitments		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
	Prepares commitment notice		Inspects and accepts deliverables
	Writes or reviews scope of work		Other (list)
	Responds to pre-agreement inquiries	Close-out:	
	Participates in pre-agreement conferences		Reviews final report
	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment
	Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed
	Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
	Prepares funding package and obtains necessary concurrences		Certifies deliverables
	Other (list)		Resolves close-out issues with Grants Management Office/other agency
Project Management/Administration:			Other (list)
	Reviews progress reports/financial reports	Percentage of Time Spent on Interagency Agreements Management:	
		0 %	

Risk Designation: Unnamed SF 52 Number DECA-10-06

Personnel Security

to:

Kim Crum

02/18/2010 02:28 PM

Cc:

Micaelle Jimenez, Pam McClure, SSC_RTP_PSB

Show Details

Risk Designation: Unnamed SF 52 Number DECA-10-06

18-Feb-2010

Dear Kim Crum,

The Personnel Security Branch (PSB) has designated the position on unnamed SF 52 number DECA-10-06 as Moderate Risk. The SF 52 was received by PSB on 08-Feb-2010 and processed on 18-Feb-2010.

The position requires an MBI - Minimum Background Investigation at a cost of \$591.

If you have questions, please contact the PSB office at 202-564-7912.

Sincerely,

Jon Ross, Acting Chief
Personnel Security Branch

90292100
Lead - 14

Risk Designation: Unnamed SF 52 Number DECA-10-06

Personnel Security

to:

Kim Crum

02/18/2010 02:28 PM

Cc:

Micaelle Jimenez, Pam McClure, SSC_RTP_PSB

Show Details

Risk Designation: Unnamed SF 52 Number DECA-10-06

18-Feb-2010

Dear Kim Crum,

The Personnel Security Branch (PSB) has designated the position on unnamed SF 52 number DECA-10-06 as Moderate Risk. The SF 52 was received by PSB on 08-Feb-2010 and processed on 18-Feb-2010.

The position requires an MBI - Minimum Background Investigation at a cost of \$591.

If you have questions, please contact the PSB office at 202-564-7912.

Sincerely,

Jon Ross, Acting Chief
Personnel Security Branch

90292100

Lead Engr/Scientist BS-14